

Work Force Leader II



Job Code: 4211
Grade: 124
Reports to: Division Supervisor
Salary Range: \$40,288 - \$61,617
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult skilled work overseeing, supervising and participating in the work of a large maintenance and construction crew of unskilled and/or semi-skilled workers in a variety of construction, repair, landscaping, and maintenance assignments involving the use of specialized tools and operating equipment, including, but not limited to, maintaining and repairing streets, sidewalks, drainage, parks, and public facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs duties that require utilizing extremely advanced technical construction knowledge, skills, and abilities that exceed those utilized by employees in the Work Force Leader I position. Employees may be called back to work for emergency situations or repair work at any time. Work is performed under regular supervision in accordance with established methods and procedures. Supervision is exercised over a crew of unskilled and/or semiskilled personnel.

ESSENTIAL FUNCTIONS

Overseeing construction, maintenance and repair projects; maintaining records; preparing reports.

EXAMPLES OF WORK

- Assigns, prioritizes, coordinates, supervises, and participates in the construction, preparation, and maintenance of streets, parks, horticulture, special events, and related tasks.
- Discusses job requirements with and receives detailed instruction from supervisor.
- Inspects work in progress to assure conformance with instructions.
- Supervises and participates in the collection of leaves, grasses, bulk items, and recyclables.
- Supervises and participates in the preparation and maintenance of parks grounds and facilities.
- Supervises and participates in the preparation, set-up, and removal of special events materials and equipment.
- Plans, supervises, and participates in planting, maintenance, and care of flowers, trees, and shrubs.
- Directs the installation and replacement of street and traffic signs and street markings.
- Supervises mowing along rights-of-way and on City property.
- Trains employees in safe and proper use of equipment.
- Supervises and participates in snow and ice removal.
- Prepares work reports; enforces safety regulations.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of repair and maintenance practices; thorough knowledge of the occupational hazards and necessary safety precautions of the work; ability to assign and supervise the work of others; ability to prepare simple reports; dependability; skill in the operation of construction and maintenance equipment; ability to establish and maintain effective working relationships with associates and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by five (5) years of experience in public works, general construction, park maintenance, utilities support and/or general maintenance, a portion of which shall be acquired in a lead worker capacity; or any equivalent combination of education, training and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS

- Possession of an appropriate commercial driver's license valid in the State of Maryland.
- Ability to obtain and maintain Pesticide Applicator license.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.